

# Expense Report for February 2013

## Agriculture Financial Services Corporation

Position Chief Operating Officer  
 Name Merle Jacobson

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt/ Per Diem
Travel	Miscellaneous	12/11/2012	\$ 759.45	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Transportation	12/13/2012	\$ 421.89	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Transportation	12/13/2012	\$ 298.53	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Transportation	02/04/2013	\$ 113.00	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Transportation	02/05/2013	\$ 146.45	GF11 Governance Committee meeting Edmonton	Per Diem
Travel	Meal	02/05/2013	\$ 14.75	GF11 Governance Committee meeting Edmonton	Per Diem
Travel	Transportation	02/09/2013	\$ 113.63	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Transportation	02/09/2013	\$ 68.30	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Meal	02/09/2013	\$ 14.75	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Accommodation	02/09/2013	\$ 289.80	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Miscellaneous	02/09/2013	\$ 14.65	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Meals	02/10/2013	\$ 23.95	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Accommodation	02/10/2013	\$ 289.80	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Miscellaneous	02/10/2013	\$ 14.65	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Accommodation	02/11/2013	\$ 289.80	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Miscellaneous	02/11/2013	\$ 14.65	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Accommodation	02/12/2013	\$ 289.80	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Miscellaneous	02/12/2013	\$ 14.65	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Transportation	02/13/2013	\$ 65.85	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Meals	02/13/2013	\$ 23.95	Crop Insurance Industry Annual Convention Indian Wells, CA	Per Diem
Travel	Transportation	02/13/2013	\$ 55.00	Crop Insurance Industry Annual Convention Indian Wells, CA	Receipt attached
Travel	Transportation	02/15/2013	\$ 1,277.61	Deputy Ministers' Meeting Ottawa	Receipt attached
Travel	Transportation	02/26/2013	\$ 113.63	Deputy Ministers' Meeting Ottawa	Per Diem
Travel	Meals	02/26/2013	\$ 35.50	Deputy Ministers' Meeting Ottawa	Per Diem
Travel	Transportation	02/26/2013	\$ 31.03	Deputy Ministers' Meeting Ottawa	Receipt attached
Travel	Accommodation	02/26/2013	\$ 177.41	Deputy Ministers' Meeting Ottawa	Receipt attached
Travel	Miscellaneous	02/26/2013	\$ 8.00	Deputy Ministers' Meeting Ottawa	Per Diem
Travel	Accommodation	02/27/2013	\$ 177.41	Deputy Ministers' Meeting Ottawa	Receipt attached
Travel	Miscellaneous	02/27/2013	\$ 8.00	Deputy Ministers' Meeting Ottawa	Per Diem
Travel	Meal	02/27/2013	\$ 20.75	Deputy Ministers' Meeting Ottawa	Per Diem
Travel	Transportation	02/27/2013	\$ 10.00	Deputy Ministers' Meeting Ottawa	Receipt attached
Travel	Meal	02/28/2013	\$ 14.75	Deputy Ministers' Meeting Ottawa	Per Diem
Travel	Transportation	02/28/2013	\$ 39.00	Deputy Ministers' Meeting Ottawa	Receipt attached

# Annual Industry Convention Registration Confirmation Summary

Please PRINT this information for your records

Meeting: 2013 Crop Insurance Industry Annual Convention  
Meeting Date: February 10-13, 2013  
Meeting Site: Renaissance Esmeralda Resort  
Location: Indian Wells, CA

Submit Date : 12/11/2012 9:55:41 AM  
Membership : Non\_Member  
Submitted By: [REDACTED]  
Submitted Phone: [REDACTED]  
Company: AFSC  
Submitted Address: 5718 56 ave  
Submitted City: Lacombe  
Submitted State: AB  
Submitted ZipCode: T4L 1B1  
Submitted Country: Canada  
Submitted Email: [REDACTED]

Total Fees: [REDACTED]  
Payment Option: MC  
CreditCard Number: [REDACTED]  
Expiration Date: 05/2015  
The 3 digits on the back of card [REDACTED]  
Name on Card: [REDACTED]

Donation: No

Attendee No: 1  
Full Name: [REDACTED] n/a  
Registration Fee: Non Member - Guest of Renaissance Resort - Early Registration = \$750  
Email: [REDACTED]  
Same Address and Phone# as Previous: Yes

Attendee No: 2  
Full Name: Merle Jacobson  
Registration Fee: Non Member - Guest of Renaissance Resort - Early Registration = \$750 @ 1.0124  
Email: [REDACTED]  
Same Address and Phone# as Previous: Yes

Attendee No: 3  
Full Name: [REDACTED] n/a  
Registration Fee: Non Member - Guest of Renaissance Resort - Early Registration = \$750  
Email: [REDACTED]  
Same Address and Phone# as Previous: Yes

Comments:

## Your reservation code is: DVXQBO

View your itinerary at /

[Sabre® Virtually There®](#)

**Total price**

421.89 CAD 福

[view fare rules](#)

### Departure Information

	Depart: Saturday, 09 February	WestJet
	08:00 AM	Edmonton-International , AB GETCOUNTRYCODECOMMA:YEG (YEG)
	Arrive: Saturday, 09 February	Non-Stop / W5 1484
	10:20 AM	Palm Springs , CA GETCOUNTRYCODECOMMA:PSP (PSP) <a href="#">flight info</a>
		Seat(s): 16E

TOTAL	mendia.reservation.reserve.actuals.basefare:	309.00 CAD 福
	* default.ShopForAirFaresandOther.COMBINE_TAX_LABEL1:	7.50 CAD 福
	default.ShopForAirFaresandOther.COMBINE_TAX_LABEL2:	25.00 CAD 福
	default.ShopForAirFaresandOther.COMBINE_TAX_LABEL3:	12.10 CAD 福
	default.ShopForAirFaresandOther.COMBINE_TAX_LABEL4:	34.86 CAD 福
	default.ShopForAirFaresandOther.COMBINE_TAX_LABEL5:	17.68 CAD 福
	Regular Seat	15.00 CAD 福
	Total Seat Taxes 福	0.75 CAD 福
	<b>Total:</b>	<b>421.89 CAD 福</b>

### Payment details

Amount paid with Credit Card 421.89 CAD 福

### Guest information

1. JACOBSON/MERLE.MR TRAVELERTYPENAMES:ADT

[PRINT PAGE](#)

[MY RESERVATIONS](#)

[MERIDIA.GENERAL.WELCOME.REFRANDE](#)



**Make sure your carry-on complies**

As all carry-on baggage must pass through security, make sure your carry-on complies by following the instructions below. Remember, this can include things you might not consider, like shampoo, perfume, toothpaste and moisturizers.





**eTicket Receipt**

**Prepared For**  
**JACOBSON/MERLE MR**

WESTJET RESERVATION CODE	OBKTLG
ISSUE DATE	13Dec2012
TICKET NUMBER	8382186271585
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

**Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
15Feb	WESTJET WS 1423	LOS ANGELES, CA  Time 1:25pm Terminal TERMINAL 2	EDMONTON INTL AB, CANADA  Time 5:44pm	Fare Family Regular Seat Number 07E PREMIUM (PAID) Conf: 8380619967620 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis QCR Not Valid Before 15 FEB Not Valid After 15 FEB

**Baggage Allowance**

LAX to YEG - 1 Piece WESTJET, each piece up to 50 pounds/23kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

- 20.00 USD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

**Payment/Fare Details**

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX 
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	

	LAX WS YEA249.00QCR NUC249.00END ROE1.00 XFLAX4.5
Fare	USD 249.00
Taxes/Fees/Carrier-Imposed Charges	USD 7.50 YQI (SERVICE FEE - INSURANCE)
	USD 16.70 US2 (US INTERNATIONAL TRANSPORTATION TAX)
	USD 2.50 AY (US SECURITY FEE)
	USD 4.50 XF (US PASSENGER FACILITY CHARGE)
Total Fare	USD 280.20 = <i>Cdn \$ 283.36</i>
Additional Fees not included in Fare	USD 15.00 - LAX YEG - CA XXXXXXXXXXXX2009 (PREMIUM SEAT FEE) = <i>CAN. 15.11</i>

@ 1.0113

*298.53*

**Positive identification required for airport check in**

**Notice:**

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airline partners; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage info page.
- Positive identification is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit travel info or go directly to the most common searches:
  - Fares, taxes and fees (Change/cancel guidelines, baggage fees, service fees and other taxes and fees)

	CAD 4.50 XF (US PASSENGER FACILITY CHARGE)
Total Fare	CAD 62.00
Total Additional Collection	CAD 113.00
Additional Fees not included in Fare	CAD 0.00 - PSP YEG - (PREMIUM SEAT FEE)

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**QST # 1202807956TQ0001 GST # 866112535**

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- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airline partners; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage info page.
- Positive identification is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
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- For more information on your flight with WestJet visit travel info or go directly to the most common searches:
  - Fares, taxes and fees (Change/cancel guidelines, baggage fees, service fees and other taxes and fees)
  - Baggage allowances (Carry-on, checked, sporting goods , restricted items)
  - ID requirements (For adults, children and infants on domestic, transborder and international flights)
  - Seat selection (How it works, changing your seat and more)
  - Inflight services (Buy on board, up! magazine and more)
  - Inflight entertainment (Channel line-up, and pay-per-view movies and TV programs)
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our contact us page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

Yellow Cab

EXT. :\$

Yellow Cab  
Of The Desert  
(760)348-8294

TERM : 152  
DRIVER: 117  
2/13/2013  
9:42:07 AM

Card

\*\*\*\*\*2009  
EXP \*\*\*\*\*  
REF# 8150  
AUTH# 124237

FARE :\$ 55.62  
EXT. :\$  
TIP :\$ 8.34  
TOTAL:\$ 63.96

\$ 63.96  
\$ 11.00  
\$ 65.85

X

Thank you for  
choosing us

IMPORTANT:

\* COPY \*  
American Cab  
Cab #59  
(760) 322-4444  
72048 Moburn Ct  
Thousand Palms,  
CA  
02/09/13 11:22

DIST.... 15.90  
FARE...\$ 55.24  
TIP....\$ 8.66  
EXTRAS.\$ 2.50

TOTAL...\$ 66.40

Master Card  
xxxx2009  
MID 445100508997  
Auth 142231

Sign Here:

-----  
e 1.0286

68.30

**From:** Thanks for staying! [REDACTED]@renaissancehotels.com<  
**Sent:** Wednesday, March 06, 2013 3:23 AM

**To:** [REDACTED]  
**Subject:** Your Feb 9, 2013 - Feb 13, 2013 stay at the Renaissance Esmeralda Indian Wells Resort & Spa

Thank you for choosing the Renaissance Esmeralda Indian Wells Resort & Spa for your recent stay.

As requested, below is a billing summary or adjustment for your stay. **If you have questions about your bill**, please contact us at (760) 773-4444 or EsmeraldaBilling@renaissancehotels.com.

Make another reservation on RenaissanceHotels.com >>



**Summary of Your Stay**

**Hotel:** Renaissance Esmeralda Indian Wells      **Guest:** JACOBSON/MERLE/MR  
**Resort & Spa**      AFSC  
44-400 Indian Wells Lane      5718 56 AVE  
Indian Wells, California 92210      LACOMBE, AB T4L1B1  
USA      CAN  
(760) 773-4444

**Dates of stay:** Feb 09, 2013 - Feb 13, 2013      **Room number:** 5053  
**Guest number:** 8145      **Group number:** 3460  
**Marriott Rewards number:** None

Date	Description	Reference	Charges	Credits
02/08/13	GRSRTCHG	RESRTCHG	0.00	
02/08/13	ROOM TX	RESRTCHG	0.00	
02/09/13	ROOM GR	5053, 1	239.00	
02/09/13	TAX/BID	5053, 1	31.67	
02/09/13	CA FEE	5053, 1	0.25	
02/09/13	GRSRTCHG	RESRTCHG	10.00	
02/09/13	ROOM TX	RESRTCHG	1.13	
02/10/13	GRSRTCHG	RESRTCHG	10.00	
02/10/13	ROOM TX	RESRTCHG	1.13	
02/10/13	ROOM GR	5053, 1	239.00	
02/10/13	TAX/BID	5053, 1	31.67	
02/10/13	CA FEE	5053, 1	0.25	
02/11/13	GRSRTCHG	RESRTCHG	10.00	



02/11/13	ROOM TX		RESRTCHG	1.13
02/11/13	ROOM GR		5053, 1	239.00
02/11/13	TAX/BID		5053, 1	31.67
02/11/13	CA FEE		5053, 1	0.25
02/12/13	GRSRTCHG		RESRTCHG	10.00
02/12/13	ROOM TX		RESRTCHG	1.13
02/12/13	ROOM GR		5053, 1	239.00
02/12/13	TAX/BID		5053, 1	31.67
02/12/13	CA FEE		5053, 1	0.25
02/13/13	Payment - MasterCard XXXXXXXXXXXX		ROOM C/O	1,128.20
<b>Total balance</b>				
				<b>0.00 USD</b>

@ 1.0275 1159.18

Was that the best night's sleep you've ever had? How about a repeat performance at your place!

COLLECT:RENAISSANCE.COM

**Important Information**

**Do Not Reply to this Email**

This email is an auto-generated message. Replies to automated messages are not monitored. If you have any questions please contact the hotel directly at (760) 773-4444.

**Why Have I Received this Email?**

You have received this email because you requested during your stay to receive an electronic version of your bill by email.

**Availability**

Electronic versions of your hotel bill, available by email from our over 2,300 participating properties in the Marriott family of hotels in the USA and Canada, are emailed to you within 72 hours of check-out. These email messages reflect changes made to your bill up to 11pm on your day of departure. Any adjustments after that time may not be shown.

If you have received this email in error, please notify us.

Learn more about eFolio, receiving your hotel bills by email.

**Authenticity of Bills**

Marriott retains official records of all charges and credits to your account and will honor only those records.

**Privacy**

Your privacy is important to Marriott. For full details of our privacy policy, please visit our Internet Privacy Statement.

**Credit of Marriott Rewards Points**

After a stay, it may take up to 7 days for Marriott Rewards points to be credited to your account.

Terms of Use: Internet Privacy Statement(c)1996-2012 Marriott International, Inc. All rights reserved. Marriott proprietary information.

BLUE LINE TAXI  
613-238-1111  
CAR 1400  
TAXI TAB

02/27/2013 18:19:15  
PURCHASE

Transaction # 5  
Card Type: Visa  
Acc: \*\*\*\*\*  
Entry: Swiped  
Terminal ID: 29R31852  
Merchant ID: 29RRRR  
Batch: 000147  
Trace Number: 00799  
Bse Amt: 8.50  
Tip: 1.50  
Total: 10.00

Auth.Code: 071170  
Response: APPROVED

CUSTOMER COPY

CUSTOMER SERVICE  
1 866 565 8294  
help@taxitab.com  
DRIVER #

WESTWAY TAXI  
11 BENTLEY AVE  
NEPEAN ON K2E 6T7

TERM # 42266664  
RECORD # 002453  
HOST INVOICE # 1001885  
HOST SEQ # 1001692

CARD \*\*\*\*\*  
CREDIT/UISA D  
2013/02/26 18:54:42

Purchase  
AMOUNT \$29.53  
AIRTIME FEE \$1.50  
TOTAL \$31.03

AUTH#:055168 B:0004  
HTS: 20130226185515

TRANSACTION

APPROVED - 000

THANK YOU



Visa Credit

AID: [REDACTED]  
TC: [REDACTED]  
TUR: [REDACTED]  
TSI: FB00

CUSTOMER COPY

OTTAWA TAXI  
613 523 1234  
783

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

We Park Ca 13/02/13 16:25  
Cashier 98  
Receipt 064053

Short-term parking tkt  
jsv - No. 058646  
09/02/13 06:10 -  
14/02/13 06:09 -  
Period 5d0h0'  
(Tax) \$55.00

Total \$55.00

Payment Received \$55.00  
VISA  
XXXXXXXXXXXX  
Merch:82005340013  
Auth:001081  
Type: Swiped

Sub Total \$52.38  
Tax 5% 2.62

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

Exit Lane 28/02/13 23:18  
Receipt 046552

Short-term parking tkt  
VP - No. 099859  
26/02/13 11:00 -  
01/03/13 10:59 -  
Period 3d0h0'  
(Tax) \$39.00

Total \$39.00

Payment Received \$39.00  
VISA  
XXXXXXXXXXXX  
Merch:  
Auth:  
Type: Swiped

Sub Total \$37.14  
Tax 5% 1.86

Work: [REDACTED]

### Online Services

**Manage** my booking online (view/change my booking; select seats\*).

**Request an upgrade**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* [Can my booking be changed online?](#)

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC192	Edmonton, Int'l (YEG) Tue 26-Feb 2013 12:25	Ottawa, Ottawa Int'l (YOW) Tue 26-Feb 2013 18:14	0	3hr49	E90	Flex, L	W S F
AC143	Ottawa, Ottawa Int'l (YOW) Fri 01-Mar 2013 19:55	Edmonton, Edmonton Int'l (YEG) Fri 01-Mar 2013 22:24	0	4hr29	E90	Latitude, B	W S F

**W|S|F** F: Food for purchase onboard All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

### Passenger Information

1: Mr Merle H Jacobson : Adult (16+), [REDACTED], Ticket Number: 0142117856480

Air Canada - [REDACTED]  
Aeroplane :

Meal Preference : **None**

Payment Card: xxxxx-xxxx-xxxx-[REDACTED]  
Seat Selection: AC192 13D , AC143 13D

Special Needs: **None**

### Purchase Summary

#### Fare Summary

Passenger Type	<b>Adult</b>
Departing Flight - Flex	<b>304.00</b>
Return Flight - Latitude	<b>806.00</b>
Surcharges	46.00

#### Taxes, Fees and Charges

Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	59.76
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.60
Air Travellers Security Charge (ATSC)	14.25

Total airfare and taxes before options (per passenger) **1277.61**

Number of passengers 1

Travel Insurance (declined) 0.00

**Grand Total - Canadian dollars \$1277.61**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$1277.61 (Airfare - per ticket)



**THE NATIONAL**  
HOTEL AND SUITES OTTAWA

361 Queen Street, Ottawa, Ontario, K1R 7S9  
Tel: 613-238-6000 Fax: 613-238-2290

AGRICULTURE AND AGRIFOOD CANADA  
Merle Jacobson  
[Redacted]  
Canada

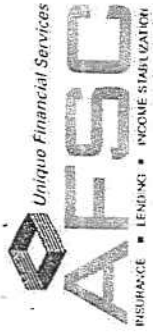
Room: 0329  
Folio: 205463  
Cashier: 429  
Arrival: 02-26-13  
Departure: 02-28-13  
Reference:

Group: Agriculture Canada-FPT Meeting

Date	Description	Additional Information	Charges	Credits
02-26-13	Room Charge		157.00	
02-26-13	Room - HST 13%		20.41	
02-27-13	Room Charge		157.00	
02-27-13	Room - HST 13%		20.41	
02-28-13	Visa	XXXXXXXXXXXX3352 XX/XX		354.82
<b>HST Summary</b>				
Registration No: 846543619				
Room			40.82	
F&B			0.00	
Other			0.00	
<b>Total</b>			<b>40.82</b>	
<b>Total</b>			<b>354.82</b>	<b>354.82</b>
<b>Balance Due</b>			<b>0.00</b>	<b>CDN</b>

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



**Agriculture Financial Services Corporation**

**Request for Authorization to Travel Out of Province / North America on AFSC Business**

**ALL APPROVALS MUST BE OBTAINED PRIOR TO COMMENCEMENT OF THE TRIP**

**Individual(s) Travelling:**

Name:	Title:	Division:	Location:
1 [Redacted]	[Redacted]	AFSC	100
2 Merle Jacobson	Chief Operating Officer	AFSC	100
3			

**Trip Information:**

Dates:	Feb 9-15, 2013
Destination:	Indian Wells, California, USA
Purpose of trip:	Attend the NGIS Crop Insurance Annual Convention

<b>Trip Expenses:</b>	
Travel:	\$1,600.00
Fees:	\$1,500.00
Accommodation:	\$3,000.00
Other:	\$1,000.00
<b>Total Estimated Expenses:</b>	<b>\$7,100.00</b>

**Is Travel Outside of North America?**

Yes:  No:

**If Yes, the President & Managing Director is required to approve the travel.**

**Authorized by:**

President & Managing Director / Board Chair

**Date:**

**Signature of individual(s):**

1	
2	
3	

**Date:**

10 Dec 11, 2012

**Recommended by:**

(Supervisor)

**Date:**

**Cost Centre Manager Comments:**

**Recommended by:**

(Cost Centre Manager)

**Date:**

**Vice-President Comments:**

**Recommended by:**

(Vice-President)

**Date:**

**Authorized by:**

(President & Managing Director / Board Chair)

**Date:**

Request for Authorization to Travel Out of Province / North America on AFSC Business

**ALL APPROVALS MUST BE OBTAINED PRIOR TO COMMENCEMENT OF THE TRIP**

**Individual(s) Travelling:**

Name:	Title:	Division:	Location:
1 Merie Jacobson	Chief Operating Officer	Risk Management	Lacombe
2			
3			

**Trip Information:**

Dates:	Feb. 27 - March 1, 2013
Destination:	Ottawa, Ontario
Purpose of trip:	Attend FPT DM meeting - February 27 & 28, and Ministers' meeting March 1, 2013

**Trip Expenses:**

Travel:	1200
Fees:	0
Accommodation:	500
Other:	200
Total Estimated Expenses:	1900

**Is Travel Outside of North America?**

Yes:  No:


If Yes, the President & Managing Director is required to approve the travel.

Authorized by: \_\_\_\_\_

President & Managing Director

Date: \_\_\_\_\_

**Signature of Individual(s):**

1	
2	
3	

Date: \_\_\_\_\_

FEB 19, 2013

Recommended by: \_\_\_\_\_ (Supervisor)

Date: \_\_\_\_\_

Cost Centre Manager Comments: \_\_\_\_\_


Recommended by: \_\_\_\_\_ (Cost Centre Manager)

Date: \_\_\_\_\_

Vice-President Comments: \_\_\_\_\_

Recommended by: \_\_\_\_\_ (Vice-President)

Date: \_\_\_\_\_

Authorized by:  (President & Managing Director / Board Chair)

Date: Feb 20/13